

Minutes of the Full Governing Board Meeting

Moorside Primary School and Nursery
held on Thursday 19th March 2026 at 4.30p.m in School.

Nurturing Children to Succeed and Achieve

Present: Chris Lea (**Chair**) (**CL**), Kathy Hammersley (**Vice Chair**) (**KH**), Claire Rowett (**Head**) (**CR**), Matthew Kettlewell (**MK**), Rachel Allen (**RA**), Grace Foster-Lilly (**GF-L**), Jennifer Pallister (**JP**), Helen Jemmett (Associate) (**HJ**)

In attendance: Gillian Sulley (**GS**) (Clerk)

Core Functions of a Governing Board:

- Ensuring clarity of vision, ethos, Safeguarding and welfare of stakeholders and strategic direction.
- Holding the Headteacher to account for the educational performance of the school and its pupils.
- Overseeing the financial performance of the school and making sure its money is well spent.

1.	Welcome to Governors and apologies The meeting commenced at 4:35 pm. The Chair welcomed all Governors to the meeting. Apologies and reasons for absence were received and accepted from Kimberley Mearns (KM) and Rachel Allen (RA). The meeting was quorate.	
2.	Pecuniary Interests JP arrived at the meeting at 4:40. The Chair reminded Governors to declare any pecuniary interests. No new interests were declared.	
3.	Confidentiality The Chair reminded Governors of the need for confidentiality. Any item identified as confidential during the meeting would be noted.	
4.	Declaration of any other urgent business. There was no other business deemed to be urgent.	

5.	<p>Approval and signing of the minutes and confidential minutes of the last meeting</p> <p>All governors agreed the minutes to be a true and accurate record of the meeting held on 5th February 2026.</p> <p>A governor requested an amendment to the confidential minutes of the same meeting. They were duly amended by the Clerk. Both sets of minutes were signed by the Chair to be returned to the Governor file in School.</p>	
6.	<p>Matters arising and addressing of any Governor actions identified</p> <p>The Head reported £3000 had been pledged by the Local Authority regarding one of the two pupils with high levels of need discussed at length in recent meetings. Efforts were continuing to source additional funding for both pupils.</p> <p>Governor actions had been addressed or were included elsewhere on the agenda.</p>	
7.	<p>Monitoring the wellbeing and welfare of pupils, staff and stakeholders, including Safeguarding</p> <p>Information was sought by Governors regarding the forthcoming admission of a child with a major physical disability. The Head confirmed that the pupil would be joining the school in July and would present a high level of need. Staffing and budgeting would inevitably be major considerations.</p> <p>GC: Will other pupils be made aware of the nature of the disability and its implications?</p> <p>Yes, they will. Given the young age of the classmates though, they might not be able to fully understand the situation until they are older.</p>	
8.	<p>Headteacher's Interim Report</p> <p>The Headteacher's Report Spring 2 was circulated prior to the meeting.</p> <ul style="list-style-type: none"> • School Improvement Report (SIA Visit Report) The Head reported that the School Improvement Advisor's visit was now delayed until 7th July 2026 due to a conflict of dates. • SIP Priorities Data regarding Reading & Writing will be available for the FGB meeting of 7th May 2026. • Governor Monitoring This is covered in Agenda item 14. • Continuous Professional Development (CPD) – undertaken and implementation Partly due to ongoing changes to the school's staffing, a great deal of CPD has taken place, both externally and internally, with the dissemination of learning amongst other staff members. This has or will include SEN, Safeguarding and Safer Recruitment training. Variations to staff responsibility 	

	<p>for attendance monitoring and Deputy Designated Safeguarding Leads (DDSL) were explained to Governors. The Head reported that the position of HLTA with SEN had been offered to the interview candidate, but this offer had been subsequently declined. The vacancy would be advertised again on the NYC careers website.</p>	
<p>9. Reports</p>	<p>The Pupil Premium Interim Report 2025-26 was circulated prior to the meeting.</p> <ul style="list-style-type: none"> • Pupil Premium GC: The data for absences show some unexpected variations which can appear illogical. The percentage of absences can vary greatly at different times of the year, as it is not always comparing like-for-like. Comparison of these percentages to the national figures is more meaningful. Discussion of absences in general took place, with the Head confirming that any figure <90% is classified as 'persistently absent'. GC: Is good attendance celebrated in school? Yes, there are rewards of additional playtimes for individual classes / the whole school. GC: What is the NELI referred to in the Report? This is Nuffield Early Language Intervention, with which we have been involved since it was a free pilot project. PP funding has paid for staffing and the assessments. The initial cohort is now in Y4, and on track with Reading & Writing targets. GC: Is the target to be set at 4% for overall absence? The national target for attendance has been 96%, but the school wants it to be as good as it possibly can be, and to know that we are doing everything possible to achieve this. • Sports Premium Sporting Influence continues to provide three sessions on a weekly 'carousel', while also hiring the hall for £95 a day during the holidays. However, the Head reported that there were concerns that not all the competitions organised were fully inclusive, and this had been raised with S.I. to no avail. Ending the contract with S.I. from September was therefore under consideration, with the Sports Premium money saved used to improve provision of PE by suitably skilled members of the teaching staff. GC: S.I. is a private company, and therefore there will always be a profit element to the contract. 	

	<p>GC: It may be useful to let them know that the renewal of their contract is under review.</p> <ul style="list-style-type: none"> • Subject Leader reports for school improvement priority areas The Head confirmed that subject leaders would be presenting Science, DT, Art and Music Q&A sessions for staff rather than written reports. This approach would be helpful while working with the new OFSTED framework. Governors approved this approach. 	
10.	<p>Finance</p> <p>The Chair confirmed that work on the Staffing Budget is continuing, and the Head reiterated that this matter is continually addressed in the background.</p> <p>Schools Financial Value Standard (SFVS) Draft for Approval/Signing</p> <p>The SFVS Moorside 2026 document was circulated prior to the meeting. This spreadsheet has been scrutinised by the Head, Mrs. J. Pawley (School Business Manager) and the Chair. The Chair confirmed that a paragraph expressing the approval/satisfaction of the Governing Body will be added. All Governors consented to the signing of this document by the Chair.</p>	Chair
11.	<p>Safeguarding Audit Draft Approval/Signing</p> <p><i>*Previously completed</i></p>	
12.	<p>Behaviour and Safety Policies</p> <p>The AI Policy 2026, Data Protection Policy 2026, Information Security Policy 2026 and Records Management Policy 2026 were circulated prior to the meeting.</p> <p>Data Protection Policy The Head confirmed that, although not statutory, Moorside School has a General Data Protection Regulation (GDPR) Policy in place. GC: What form will Governor training take regarding Data Protection? A link to the online presentation already seen by the staff will be forwarded by the Head. The Data Protection Policy was approved by Governors.</p> <p>AI Policy The Head reiterated that Artificial Intelligence (AI) is to be used with caution by staff, and it is not suitable, for example, for writing reports to parents. Pupils are not being taught to use AI in their work but are learning about the internet safety aspects of it. GC: Is there a list of AI platforms that have been approved by the DfE? Not yet, though it is expected that there will be one soon. DfE guidance is more focused on how it should <i>not</i> be used.</p>	Head

	<p>Governors noted that some public sector bodies are using Co-Pilot, and that it could be of potential use to teachers when, for example, requiring a summary of information. The Head agreed to amend the wording of 'our approved AI platforms' to 'in line with DfE guidance'.</p> <p>Information Security Policy GC: How often are checks made to ensure adherence to the Clear Desk policy, and how is this undertaken? Every evening checks are made that no lists/folders with pupils' personal data are accessible. Password-protected laptops are either secured or taken home. Learning walks are used to verify that school dinner lists and fire lists are removed at the appropriate times. GC: Do we still ask for visiting car registration numbers to be noted? No, this can be removed from the policy. The Information Security Policy was approved by Governors.</p>	
13.	<p>School Improvement Plan Monitoring</p> <p>KH reported on her school visit regarding Area 4 of the SIP. During this visit, KH met with Y4/5 pupils and was impressed with their enthusiasm and willingness to take on leadership of various environmental projects including monitoring food waste and growing/selling plants. The Head confirmed that this area can now be marked as 'green' for improvement on the SIP.</p>	
14.	<p>Governor Link Reports</p> <ul style="list-style-type: none"> • Health & Safety including 'near misses' • Pupil Premium & SEND monitoring <p>There were no matters to report for this agenda item.</p>	
15.	<p>Non-Monitoring/Link Reports</p> <p>There were no matters to report for this agenda item.</p>	
16.	<p>Governor CPD</p> <p>There were no matters to report for this agenda item.</p>	
17.	<p>Policies</p> <p>This matter was addressed in Agenda Point 12.</p>	

13. Any Other Business

Staffing

The **Head** reported that Mrs. Sally Price will be leaving the school shortly, and systems have been put in place to ensure the sustainability of her role, with **HJ** as Deputy Head taking on some of her duties around Attendance, assisted by Mrs. P. Dunn.

The **Head** described in detail the forthcoming readjustments to staff allocation regarding year groups and SEN provision. She emphasised the desirability for all children to have the same teacher every morning and assured the Governors that everything possible had been done to achieve this while also trying to accommodate the preferences of teaching staff.

Further to achieving this aim, the two advertisements for new teachers for September would be for a full-time positions.

GC: How many teachers are currently full-time?

Two.

Mr. P. Price's skills in PE teaching would be deployed across the school each afternoon in the new academic year. This would enable the school to cease using Sporting Influence, other than for competitions, making a potential saving of £7000.

GC: This should enable the school to save money without compromising standards.

OFSTED

Feeding back to Governors from her OFSTED training, the **Head** described examples of apparently 'small' issues which nonetheless have an impact on OFSTED ratings. The Governors' attention was drawn particularly to the issue of pupils failing to grasp which subject they were studying, tending to describe a wide variety of subjects as 'topic' rather than, for example R.E./Science. The **Head** stated the need for continually reminding staff to be aware of, and act on, such issues to avoid areas of inconsistency in teaching across the school. This was vital to keep the momentum of learning at a high level and sustain progress with data.

Staff Absence Costs

The **Chair** confirmed the costs of the various levels of staff absence insurance. The school currently subscribes to the Day 6 of Absence insurance, which costs around £21,100 p.a. However, the school has only been able to claim £3,000 back, mainly due to repeated shorter absences occurring rather than a smaller number of longer ones.

Future options could include paying extra for a higher level of insurance (e.g. £53,5000 for Day 1 cover) to include only the teaching staff.

A Day 11 premium is possible which would cover only extended absences, with the money saved on insurance costs being diverted to a fund for supply cover.

	<p>Meningitis GC: Has the school received any official advice regarding the current meningitis outbreak? All current primary-aged pupils will have had the opportunity to be vaccinated against meningitis in infancy, so they should not be at risk.</p> <p>Year 6 Outing The Head confirmed that, partly in response to current unrest in the Middle East, this year's Y6 trip would be to Edinburgh rather than London. This destination would offer the pupils many exciting and enriching opportunities. The Governors expressed their approval of this decision.</p> <p style="text-align: center;">There being no further business, the meeting closed at 18.35 hours.</p>	
	<p>Key Dates for Governor attendance</p> <p>All meetings to be held in school on Thursdays at 4.30pm unless otherwise notified.</p> <p>Date of the next FGB meeting: 7th May 2026</p> <p>Upcoming meetings:</p> <ul style="list-style-type: none"> ▪ FGB 18th June 2026 ▪ FGB 9th July 2026 	

Item no.	Action	By
10.	to sign off the Schools Financial Value Standard (SFVS) document	Chair
12.	to forward the link for online Data Protection training to Governors	Head All Govs.
14.	Outstanding: to circulate Health & Safety monitoring report	MK

Signed: Dated: